

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 30-73

15 November 1973

TO : Agency Training Officers

SUBJECT: Tuition Advances for 1974 Spring Semester at Local Colleges and Universities

Agency employees requesting sponsorship for part-time academic training at local colleges or universities for the 1974 Spring Semester should follow the schedule outlined below, except for the Agency Off-Campus Program. For your planning purposes, a tentative list of courses to be offered in this Program is attached. A Headquarters Employee Bulletin will be published shortly, giving full details on the Program.

14 December 1973, Friday: Form 136, "Request for Training at Non-Agency Facility," is due in OTR/SRS/RG, Room 1036, Chamber of Commerce Building, if a tuition advance is desired. Requests received after this date will be handled on a reimbursement basis after approval by OTR and upon the submission of a tuition receipt and Form 264, "Request for Reimbursement." All reimbursements must be certified by the Office of Training Finance Officer.

7 January 1974, Monday: Tuition advances will be disbursed in Room 1A-07 Headquarters, between 1330 and 1530 hours. Accounting instructions will be given at this time. To prevent delays, Training Officers should ensure that all items on the Form 136 required to justify approval are completed, e.g., objective, cover status, approving signature, certification of funds, entrance-on-duty date, etc. (Also indicate whether employee is a graduate, undergraduate, or special student, and where applicable, resident or non-resident of State).

Questions on the above may be directed to OTR/SRS/RG, extension 2129.

(Over, please)

This document is part of an integrated file. If separated from the file it must be subjected to individual systematic review.



1974 SPRING SEMESTER  
WASHINGTON AREA UNIVERSITIES AND COLLEGES

<u>SCHOOL</u>	<u>REGISTRATION</u>	<u>CLASSES BEGIN</u>
<u>American University</u>	11 - 12 Jan	14 Jan
<u>Catholic University</u>	9 - 12 Jan	14 Jan
<u>Federal City College</u>	To Be Announced	
<u>George Mason University</u>	14 - 15 Jan	16 Jan
<u>George Washington University</u>	10 - 12 Jan	14 Jan
<u>Georgetown University</u>	14 - 15 Jan	16 Jan
<u>Howard University</u>	9 - 10 Jan	14 Jan
<u>Montgomery College</u>	15 - 17 Jan	21 Jan
<u>Northern Virginia Community College</u>	3 - 4 Jan	7 Jan
<u>Prince George's Community College</u>	16 Jan	19 Jan
<u>University of Maryland</u>		
On Campus	7 - 8 Jan	9 Jan
Evening Session	21 - 25 Jan	28 Jan
<u>U.S.D.A. Graduate School</u>	2 - 8 Jan	9 Jan
<u>University of Virginia</u>		
(Northern Virginia Regional Center)	7 - 23 Jan	28 Jan
(Agency Off-Campus Program)	9 Jan	28 Jan

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Tentative Courses for the Off-Campus Program\*

Spring Semester 1974

GSCM 1	Introduction to Financial Accounting 1
GSCM 2	Introduction to Financial Accounting 2
GSCM 55	Introduction to Quantitative Methods 1
GSCM 54	Technical Report Writing
GSDP 52	Introduction to Information Systems for Management
GSDP 56	Programming Languages & Systems Survey
ECON 1	Principles of Economics 1
ECON 2	Principles of Economics 2
GFCG 22	Government & Politics of Eastern Europe
GFCG 121	Government and Politics of the USSR
ENWR 1	Expository Writing
ENWR 2	Advanced Expository Writing
PSYC 17	Introduction to Psychology
COMM 61	Introduction to Management
GFAG 65	Public Personnel Management
GFIR 172	East Asia in World Affairs (Japan and Korea)
GFIR 2	Foreign Policy of the Powers
SPEE 12	Group Discussion
GSMA 8	College Algebra and Trigonometry (Begins with a basic review of both.)

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WITHOUT THE WRITTEN PERMISSION OF THE  
OFFICE OF TRAINING AND DEVELOPMENT

\*In cooperation with the Northern Virginia Regional Center